

Frequently Asked Questions

“What do I need to do before setting up a module evaluation?”

“The data in MEG is showing ‘No’ under module leader, what do I need to do?”

“One of our modules has a long title (more than 75 characters), how do I amend it?”

“I need to evaluate a member of staff who has left, how do I do this?”

“The data I have generated in the MEG won’t import into EvaSys”

“The data has imported into EvaSys but I can’t see it when I go to Generate Surveys”

“The module leader wants to add some additional questions, how do I do this?”

“I have created the survey but I can’t see it in the scheduled tasks”

“Can I change the email to students when creating the surveys?”

“If I edit the reminder email in EvaSys in a multiple survey set up will the email change for each survey?”

“Can I change the Scheduled Tasks once a survey is set up if it hasn’t run/closed yet?”

“Can I change the question used in a survey once it has been set up?”

“The members of staff teaching a module have been changed in MOFS, but the survey is already set up. What should I do?”

“The students enrolled in a module have been changed in SAP, but the survey is already set up. What should I do?”

“Where can I see the questions asked to students?”

[“What do I need to do before setting up a module evaluation?”](#)

Ensure that the MOFS is up to date first, and then check the ‘Generated data for survey’ screen in the MEG before generating the file from the MEG. In order to generate the data successfully there MUST be a module leader listed in MEG, if not the data won’t import into EvaSys

[“The data in MEG is showing ‘No’ under module leader, what do I need to do?”](#)

This will show up when there is a problem with MOFS, as the MEG uses data from here and SAP to generate data. ‘No’ usually occurs when there is no Module Leader listed under the semester you are looking to evaluate. Please check MOFS for and update if required.

[“One of our modules has a long title \(more than 75 characters\), how do I amend it?”](#)

It is important to amend module titles that are long to avoid problems importing the data generated from the MEG into EvaSys in the following academic year. See User Guide 17: [Instructions for amending the title of an evaluation](#).

[“I need to evaluate a member of staff who has left, how do I do this?”](#)

It is possible to manually add external members of staff and staff who have just left. See User Guide 4: [Instructions for manually adding external staff members](#).

[“The data I have generated in the MEG won’t import into EvaSys”](#)

If you have generated the data from the MEG and it won’t import into EvaSys there may be a problem with the module leader registered in MOFS. Please check MOFS and ensure if the module is for Semester 1 and 2 there is a module leader listed in both semesters.

[“The data has imported into EvaSys but I can’t see it when I go to Generate Surveys”](#)

It could be that the data have already been imported by someone else in your School. If you click into your academic unit in the subunits section and search for the module code and academic year, under the ‘created’ heading this will list the date when the data was imported. You can check the data are correct by looking in ‘Display Surveys’. If you have selected ‘School Specific’ or ‘School Staff Specific’ in the MEG then EvaSys will attempt to add these questions – unless your School has these question types in EvaSys you will not be able to generate the survey. If you selected these options by mistake, then you will need to delete the data you have imported into EvaSys, and create a new file from the MEG to begin the process again. If you want to add School specific and School staff specific questions, then ensure that these have been created correctly by the School in EvaSys and that this option has been selected in the MEG before generating your data. You will find more information in User Guide 3: [Instructions for creating school, subject or staff specific questions](#).

“The module leader wants to add some additional questions, how do I do this?”

It is possible to add additional questions to a specific module. See User Guide 11: [Using Module Specific Questions Tool](#).

“I have created the survey but I can't see it in the scheduled tasks”

This is quite a common query and normally occurs when the 'use time control' option has NOT been ticked when generating the surveys. The survey will show in 'display surveys' but won't be sent out to participants if the time control has not been used. To amend this, go to 'Display Surveys' and then the 'Survey Details' screen, and click on Scheduled Tasks. This will allow you to amend the Scheduled Tasks in the same way as when you usually set up a survey.

“Can I change the email to students when creating the surveys?”

The email to students in section 1 when generating the surveys is specifically worded and has been approved by the Pro-Vice Chancellor of Learning and Teaching (Suzanne Cholerton). You should NOT change the wording of this email. The reminder email which goes to students defaults to the Module Leader.

“If I edit the reminder email in EvaSys in a multiple survey set up will the email change for each survey?”

Unfortunately this feature is not currently available on this version of EvaSys.

“Can I change the Scheduled Tasks once a survey is set up if it hasn't run/closed yet?”

Once the survey is set up you are able to amend the date and time of when it will open/close/send reminders etc. providing that date originally set has not yet passed. You can amend the survey by going into scheduled tasks, selecting the module(s) you wish to amend and click on the red pencil icon. Any amendments to participant emails or other data will require the survey to be deleted and set up again after the information has been amended. See [Amending Scheduled Tasks](#).

“Can I change the question used in a survey once it has been set up?”

Unfortunately it is not possible to amend any questions once the survey has been set up. The survey will need to be deleted and the process started again, with amendments made to questions before the survey is generated.

“The members of staff teaching a module have been changed in MOFS, but the survey is already set up. What should I do?”

Unfortunately it is not possible to amend staff once the survey has been set up. The survey will need to be deleted and the process started again, with amendments made to staff in MOFS before the MEG data is generated.

“The students enrolled in a module have been changed in SAP, but the survey is already set up. What should I do?”

Unfortunately it is not possible to amend participants once the survey has been set up. The survey will need to be deleted and the process started again, with amendments made in SAP before the MEG data is generated.

“Where can I see the questions asked to students?”

See the appendices in the [Policy on Surveying and Responding to Student Opinion](#). You can also view the questions that have been included in a survey once you have set it up by going the page in EvaSys for your School, and finding the survey you want to look at. Click on the survey name, and a table of information will open up. Click on the link in the ‘Form’ column, in the bottom row of the table (the link is a random series of letters and numbers). You can scroll through the pages of the survey preview by clicking on the numbers at the top of the screen.